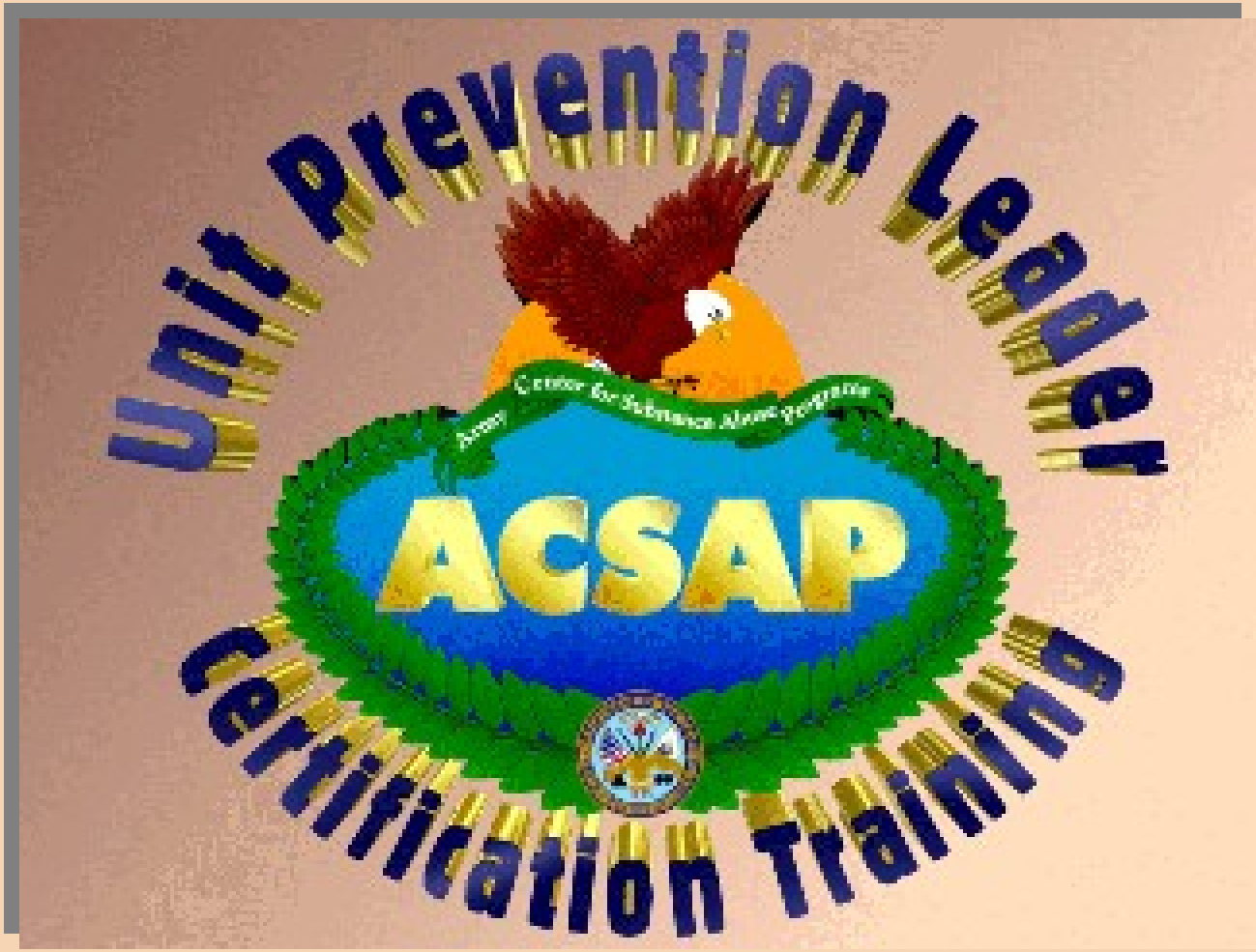

Unit Prevention Leader
Army Center for Substance Abuse Programs
ACSAP
Certification Training

Welcome to the UPL Certification Course

The Deputy Chief of Staff for Personnel (DCSPER) and the Director of the Army Center for Substance Abuse Programs (ACSAP) welcome you to the Unit Prevention Leader Certification Training Program (UPL CTP).

You are about to receive instruction in biochemical testing procedures, instructor training and prevention training of alcohol and other illicit drugs. As the Unit Prevention Leader you are expected to be the commander's subject matter expert on all areas within the Army Substance Abuse Program (ASAP), conduct flawless urinalysis collections, provide alcohol and other illicit drugs training to the unit, and assist the commander in

Summary of Changes

This UPL Certification Training Package (2003) replaces the 2002 with changes to the Drug Testing Program software and replaces MARKS with ARIMS. The 2002 version replaced the 1998 UPL Certification Training Program CD-Rom. The CD-Rom was replaced primarily due to the release of AR 600-85, dated 1 Oct 01 which replaced the 1988 version of the regulation. The summary of regulatory changes are listed below:

1. The name of the program and regulation changed from Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) to Army Substance Abuse Program (ASAP).

The unit level representative changed from Unit Alcohol and Drug Coordinator (UADC) to Unit Prevention Leader (UPL).

ummary of Change

2. The major change is to the collection process, the observer was removed from the chain of custody. The observer will still conduct a direct observation, however he/she must NOT handle the collection bottle at anytime.

a. The observer no longer signs the chain of custody
b. The observer does not need to wear latex gloves (he/she NEVER touches a specimen)
c. The observer will no longer initial the bottle label
d. More than one observer can be on a DD Form 2624
e. Males and Females can be on the same DD Form 2624

Summary of Change

3. The signing of the unit ledger will occur after the soldier has provided a specimen not before.

a. The observer will sign the unit ledger in front of the UPL and soldier to verify he/she complied with the collection process and directly observed the soldier provide the sample and that he/she observed the specimen being sealed with tamper evident tape and placed into the collection box.

b. The soldier will sign the unit ledger in front of both the observer and UPL verifying that he/she provided the urine in the specimen bottle and that he/she observed the specimen being sealed with tamper evident tape and placed into the collection box.

4. The UPL will no longer be required to ask the soldier if they have taken any medication or had any dental work in the last 72 hours. The remarks box on the unit ledger will be used to document any unusual circumstances (a short sample; no ID card, identification verified by 1SG etc.).

How to use this Training Prog

I. This training program contains numerous PowerPoint presentations, and other documents that are linked to the main presentation.

II. To navigate through the presentations left mouse click on the buttons or words that say “NEXT”, “BACK”, “MAIN MENU”, “TRACK MENU”, “EXIT”, etc. If no button exist then just click the mouse anywhere on the screen.

III. To exit the program, left click on the “EXIT” button and you will be taken back to the first slide, click on the “EXIT” again and you will exit the presentation.

EXIT PREV NEXT

How to use this Training Program

IV. This course contains five “Tracks”; each track then has a number of “Modules” associated with it. As you complete a module you will go back to the Track Menu. After you complete a Track go back to the Main Menu and go to the next Track.

V. Each Module and section of the program is numbered. Section II of the UPL Handbook is numbered to coincide with the material presented. Track 2 (Biochemical Testing 1), Module 2 (Bio-Safety), section 3 (hand washing) can be found in the UPL handbook under Section II with the heading 2-2-3. Hand Washing (track 2, module 2, section 3).

VI. This program is designed to meet the specific needs of the the Army’s Active Component (AC) UPLs. To meet the specific needs of the National Guard (NG), and the U.S. Army Reserve (USAR) separate programs have been developed.

How to use this Training Program

If You are using the PowerPoint viewer to run this program, then the videos will not play automatically. You will need to click on the “PPT Viewer Video” button (see example button below) to open the video in Windows Media Player. After you view the video remember to close it by left mouse clicking on the “X” in the upper right hand corner. If you forget to close the video then Windows Media Player will remain open until you exit the program, and then you can close it.

NOTE: This button is only an example.

PPT Viewer Video

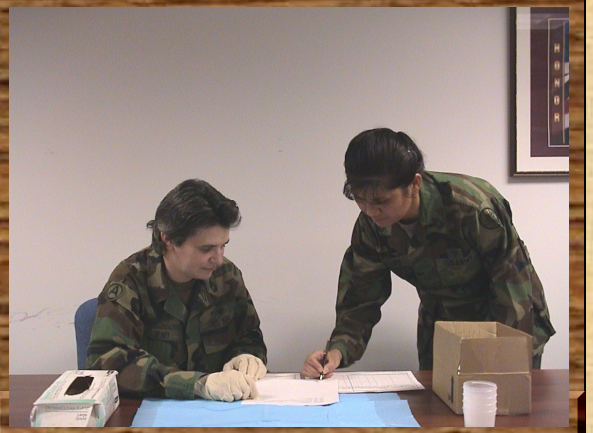
How to use this Training Program

If you need more information, have a question or problem then follow these steps for help:

1. **Find additional information on the ACSAP website. Just click on the ACSAP logos anywhere within the program.**

2. **Contact your local garrison Army Substance Abuse Program office.**

3. **Contact the ACSAP Staff for assistance at the following e-mail UPL.ACSAP@usadaoa-emh1.army.mil or click on the e-mail address from the resource center.**



MAIN MENU

TRACK 1: INTRODUCTION

TRACK 2: BIOCHEMICAL TESTING 1

TRACK 3: BIOCHEMICAL TESTING 2

TRACK 4: PREVENTION

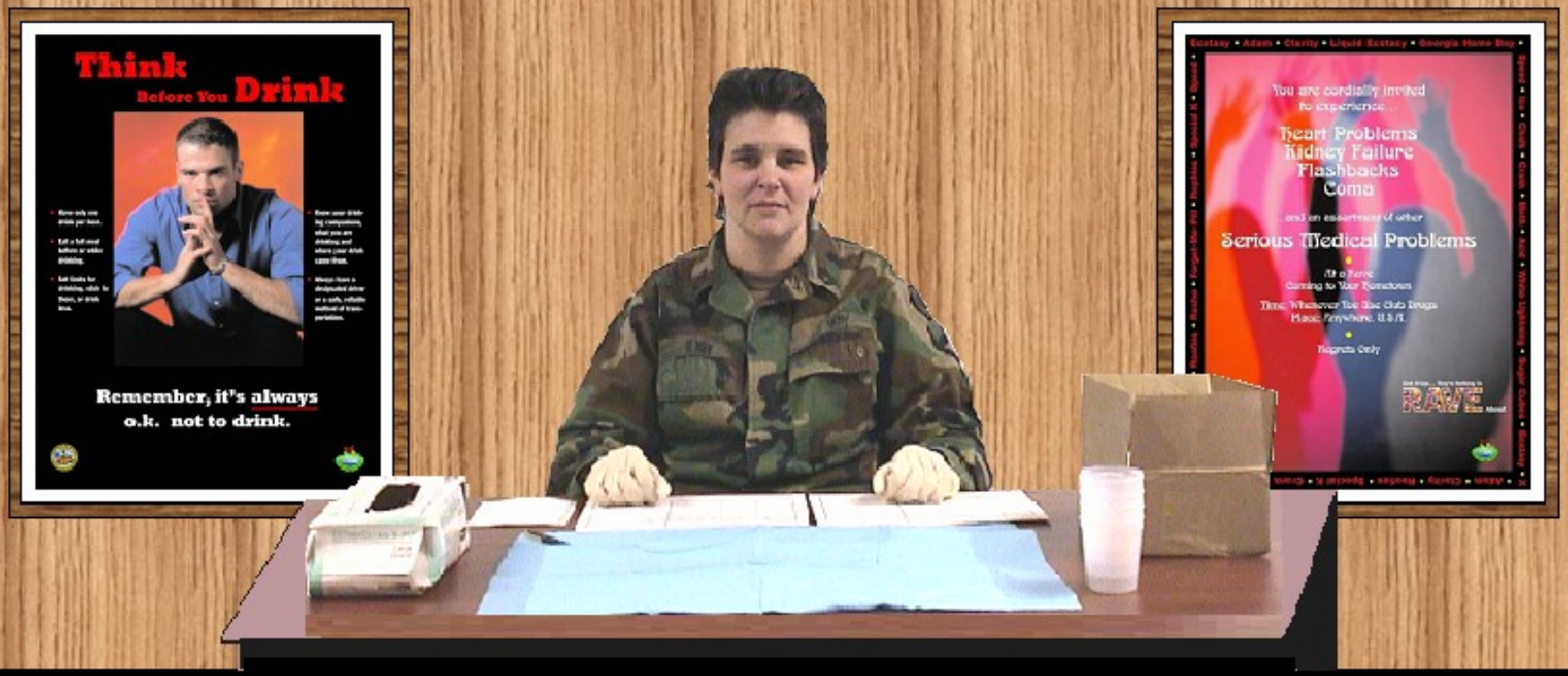
TRACK 5: TRAINING

- Module 1: Course Requirements
- Module 2: UPL Values
- Module 3: Introduction to the Army Substance Abuse Program (ASAP)

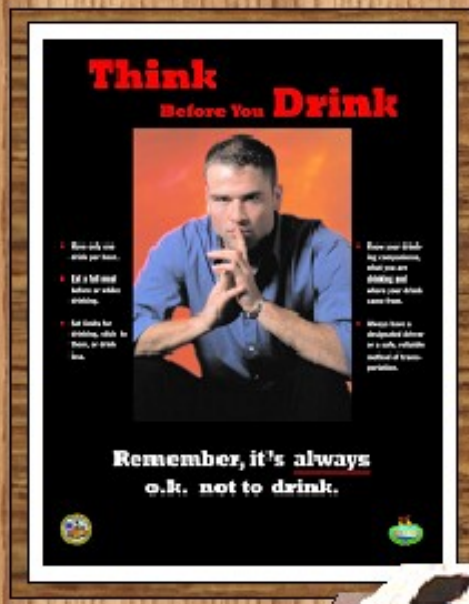
TLOs

CHECKPOINTS

1. The ASAP
2. Responsibilities
3. UPL Requirements



- Module 1: Introduction
- Module 2: Bio-safety
- Module 3: Biochemical Testing Procedures
- Module 4: The Laboratory



- Module 1: Receipt Of Results
- Module 2: Administration
- Module 3: Legal Issues
- Module 4: Alcohol Testing

- Module 1: Introduction
- Module 2: Substance Abuse
- Module 3: Drug and Alcohol Prevention

- Module 1: Introduction
- Module 2: Training your unit
- Module 3: Drugs and Alcohol

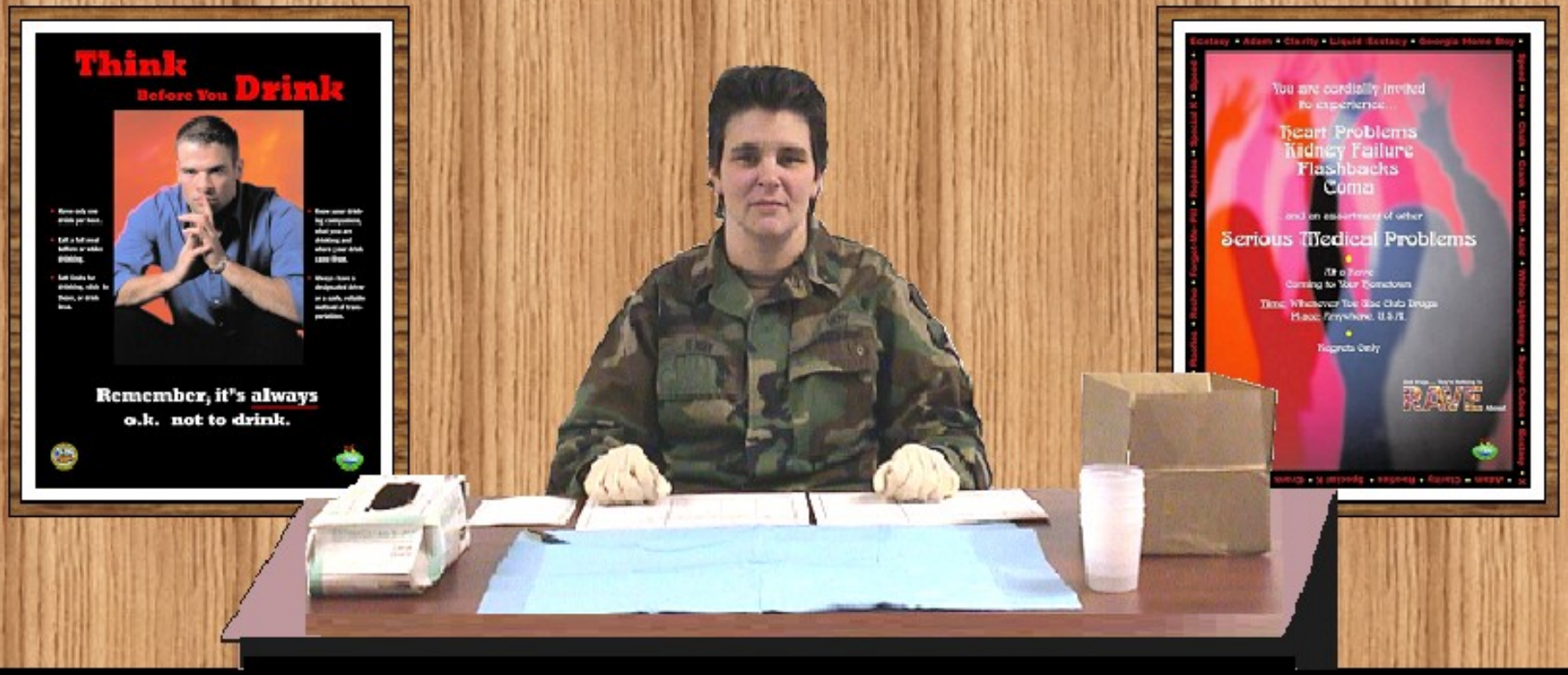
TLOs

CHECKPOINTS

1 Introduction

2 Regulatory Requirements

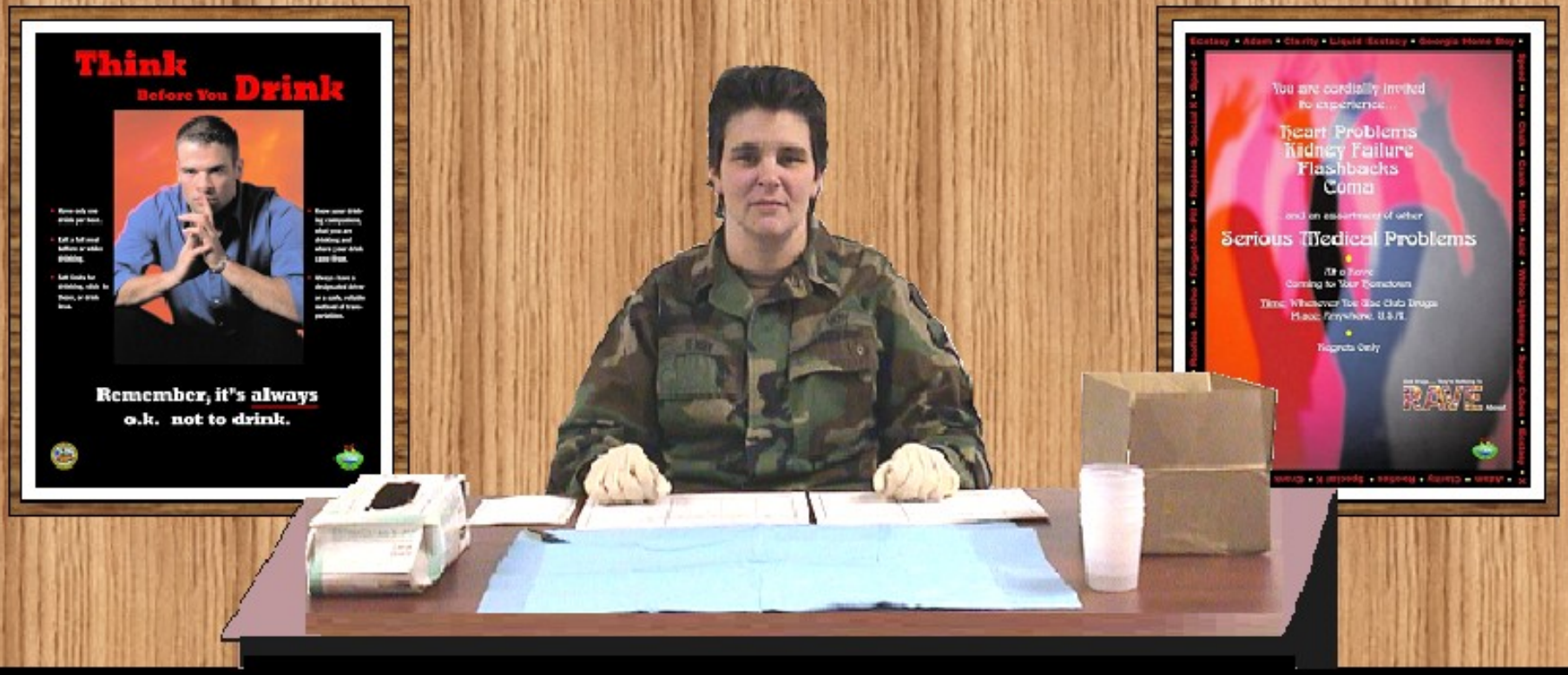
3 Types of Testing



TLOs

CHECKPOINTS

1. Introduction
2. Wear and removal of gloves
3. Hand Washing
4. Disinfection



TLOs

CHECKPOINTS

1 Smart Testing

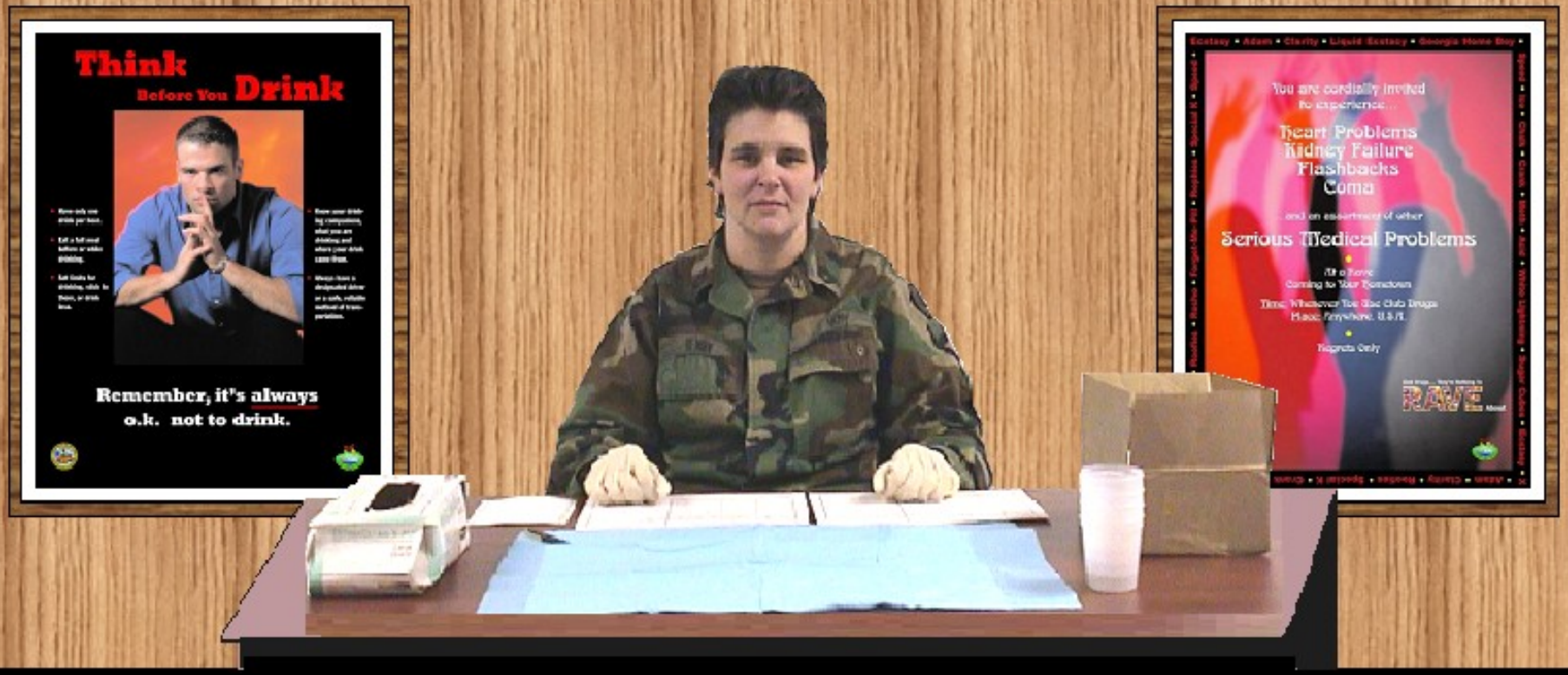
2 Drug Testing Program

3 Pre-collection

4 Collection

5 Post collection

6 Unusual Circumstances



TLOs

CHECKPOINTS

1 Laboratory Procedures

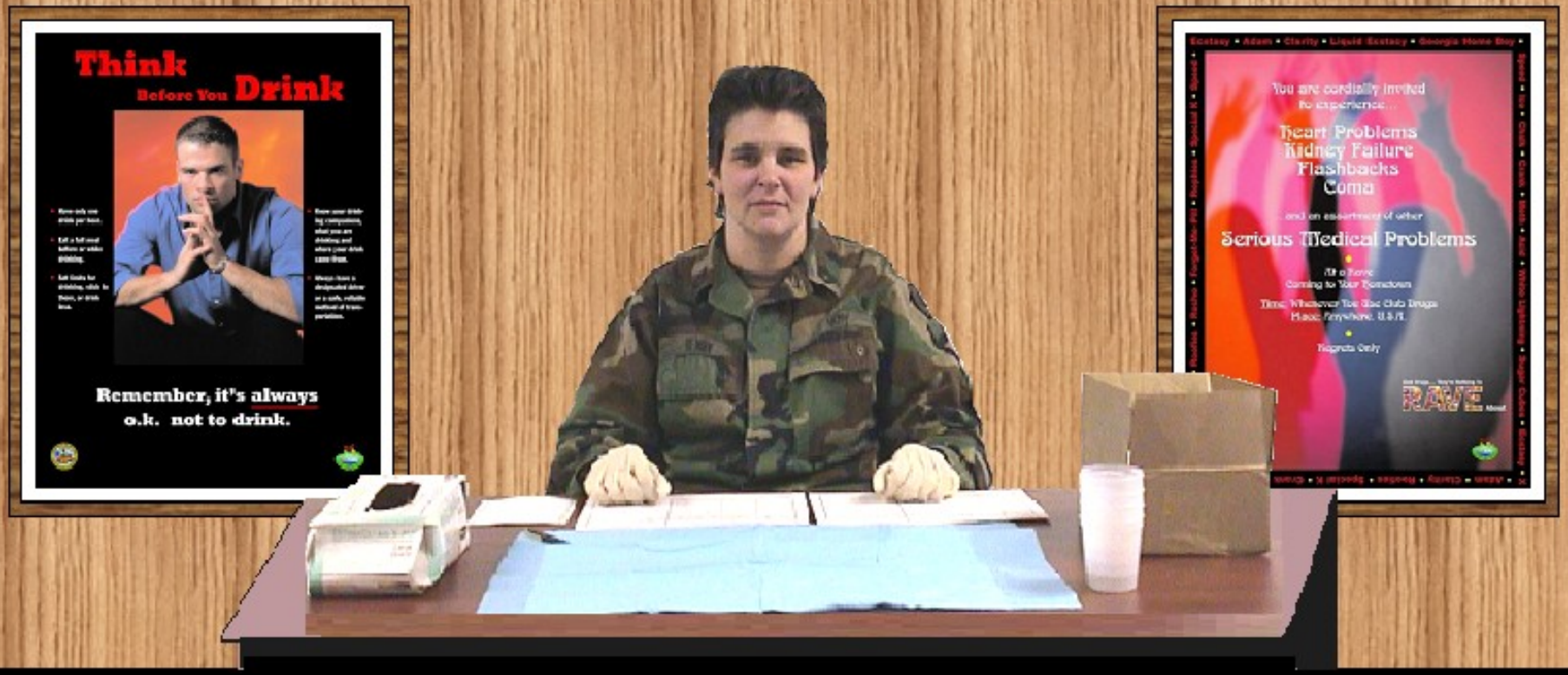
2 Detection Times

3 Nanogram Levels

4 Lab Turn around Time

5 Special Testing

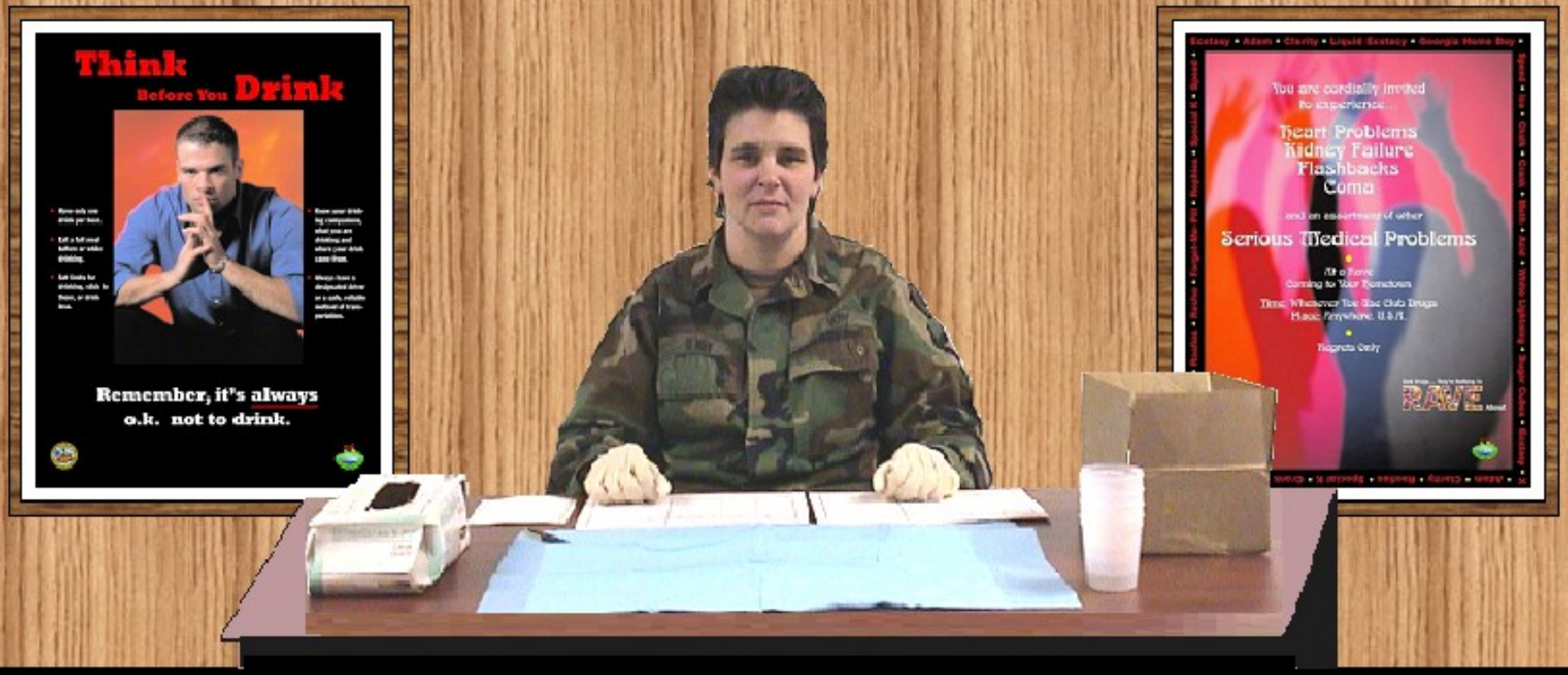
6 Common Adulterants



TLOs

CHECKPOINTS

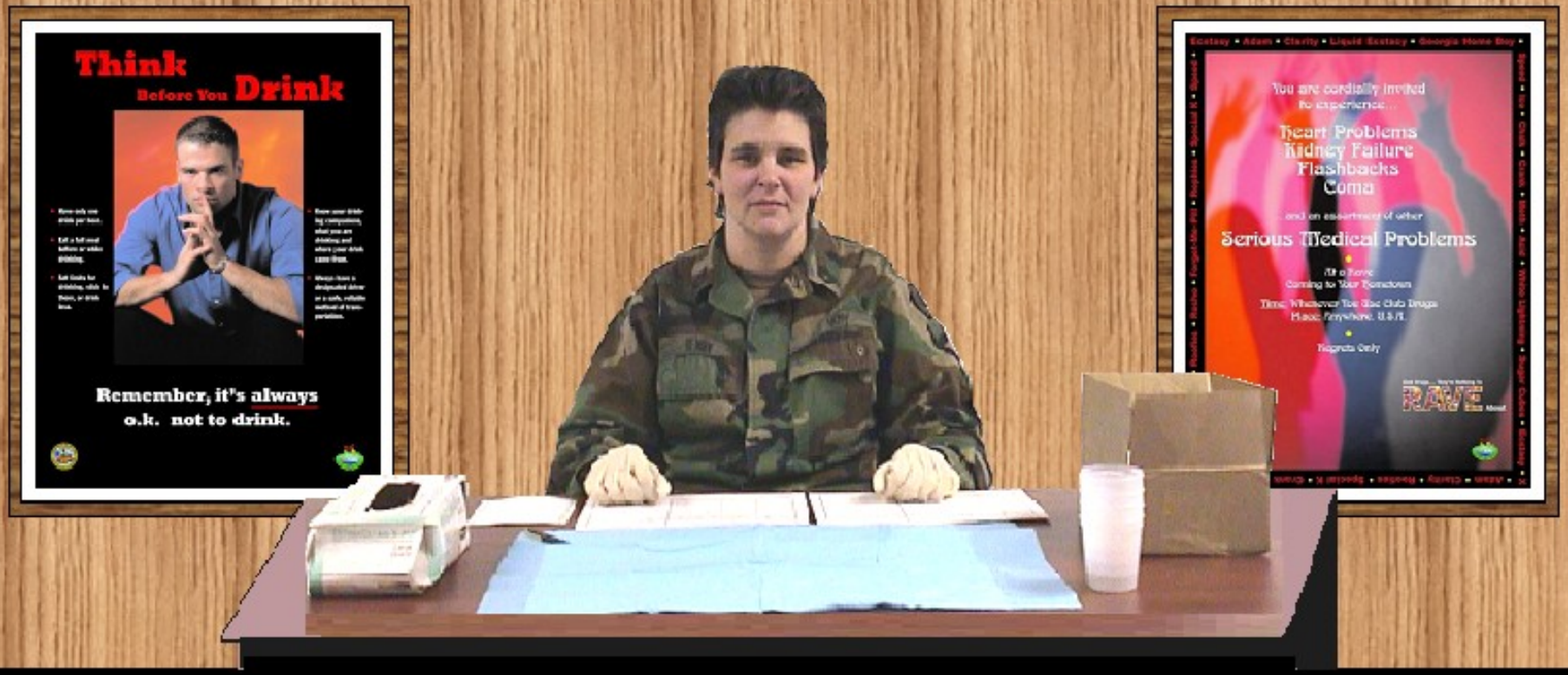
1. Negative Specimens
2. Non-Testable Specimens
3. The IBTC Dumped the Specimen
4. Positive Specimens



TLOs

CHECKPOINTS

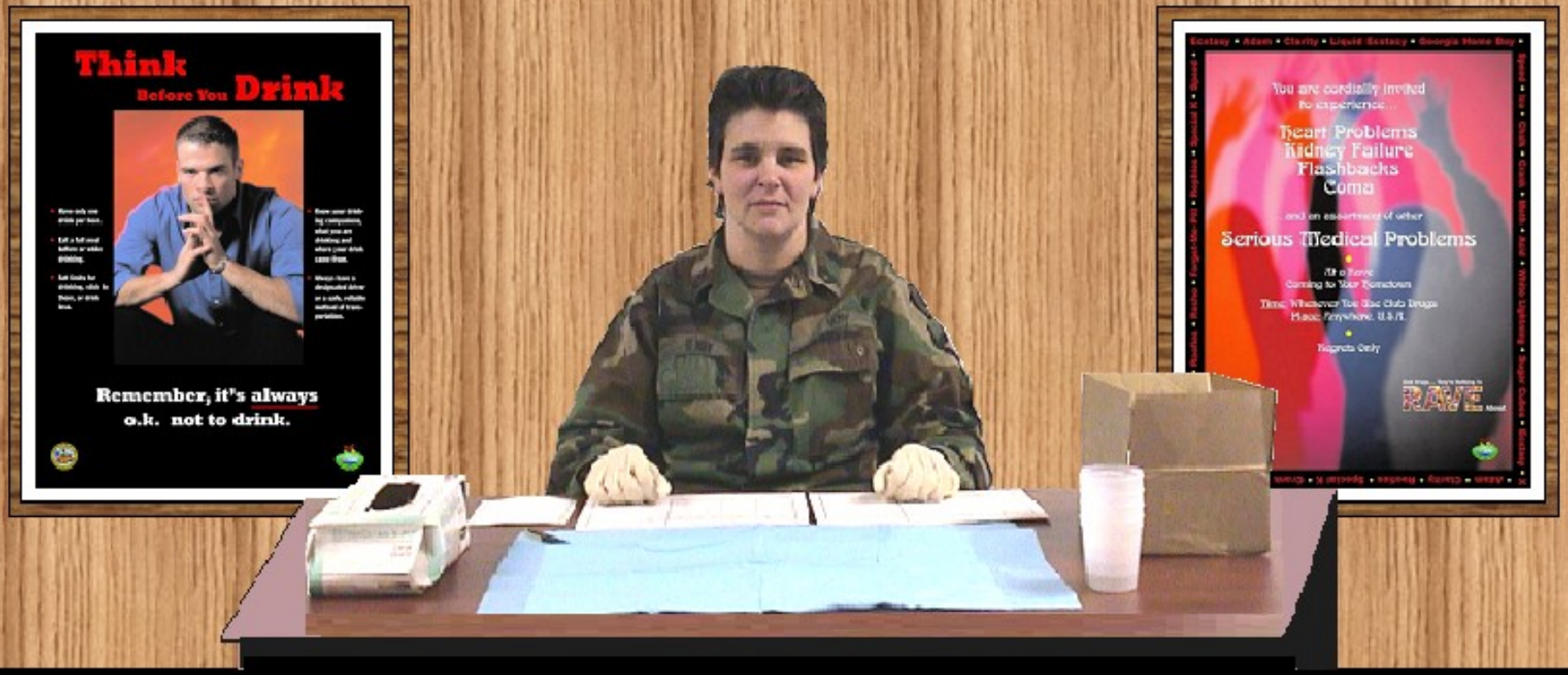
1. Maintaining Files
2. Unit Substance Abuse Program Standing Operating Procedure
3. Appointment Orders



TLOs

CHECKPOINTS

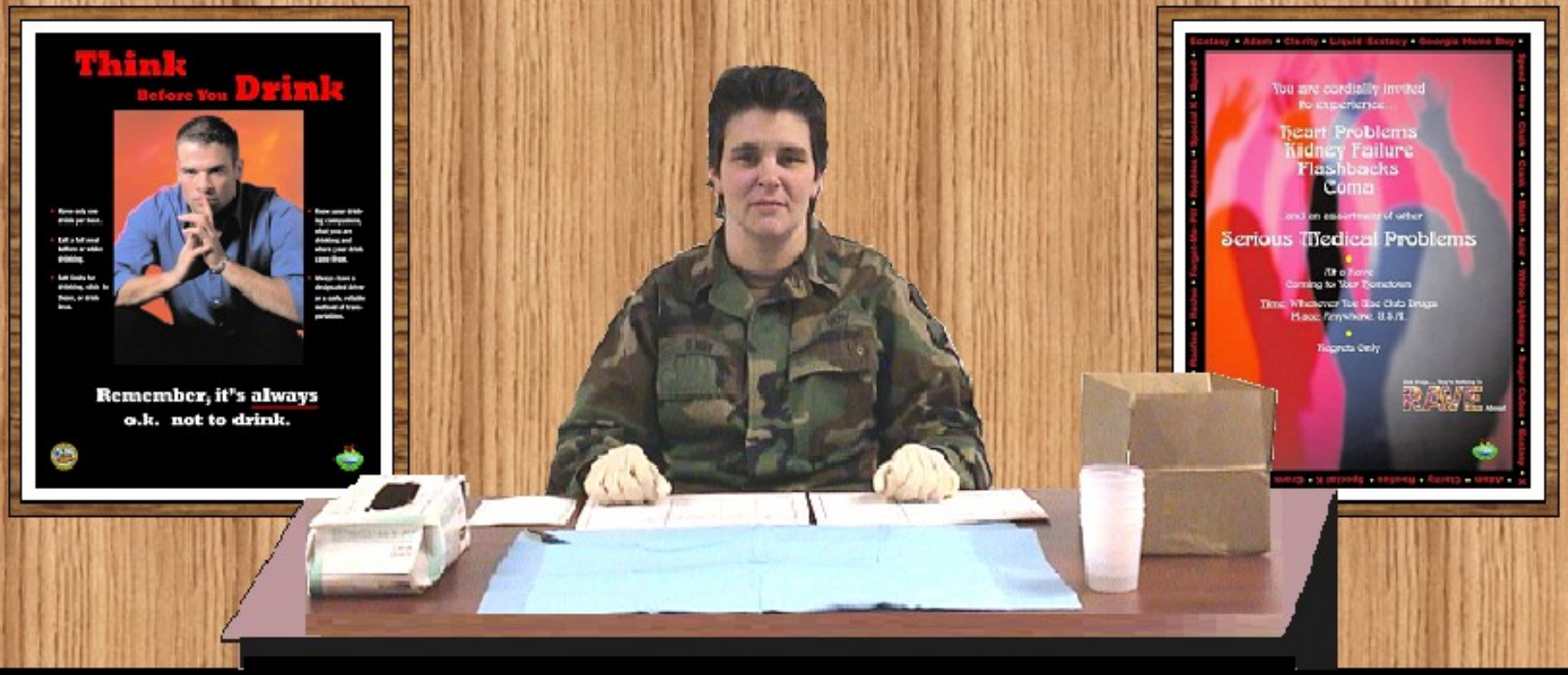
1. Limited Use Policy
2. Seizure of Urine
3. Other Legal Issues



TLOs

CHECKPOINTS

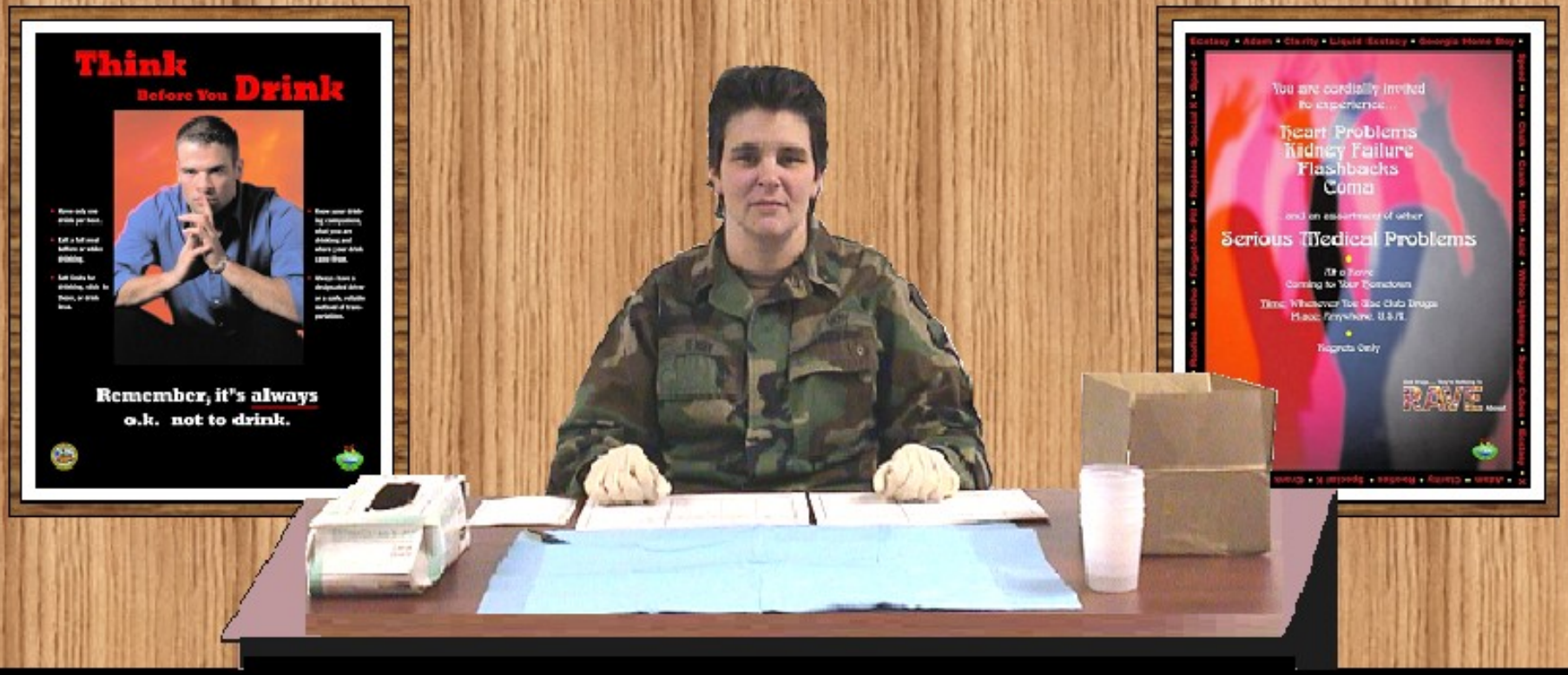
1. Legal Limits
2. Evidentiary Vs Non-Evidentiary
3. Types of Alcohol Tests



TLOs

CHECKPOINTS

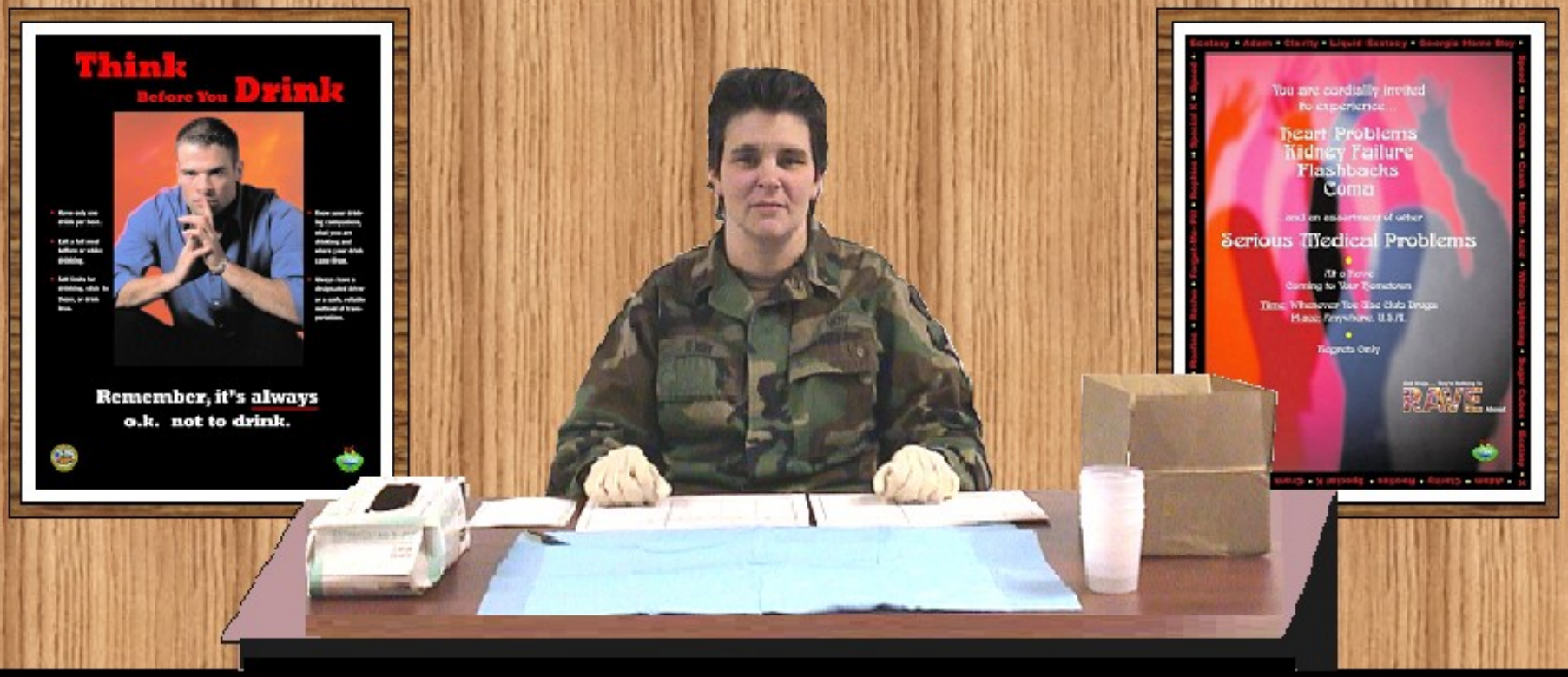
1. Definition
2. Prevention Model
3. Risk Reduction



TLOs

CHECKPOINTS

1. Introduction to Drug Abuse
2. How substance abuse develops
3. How to refer a soldier

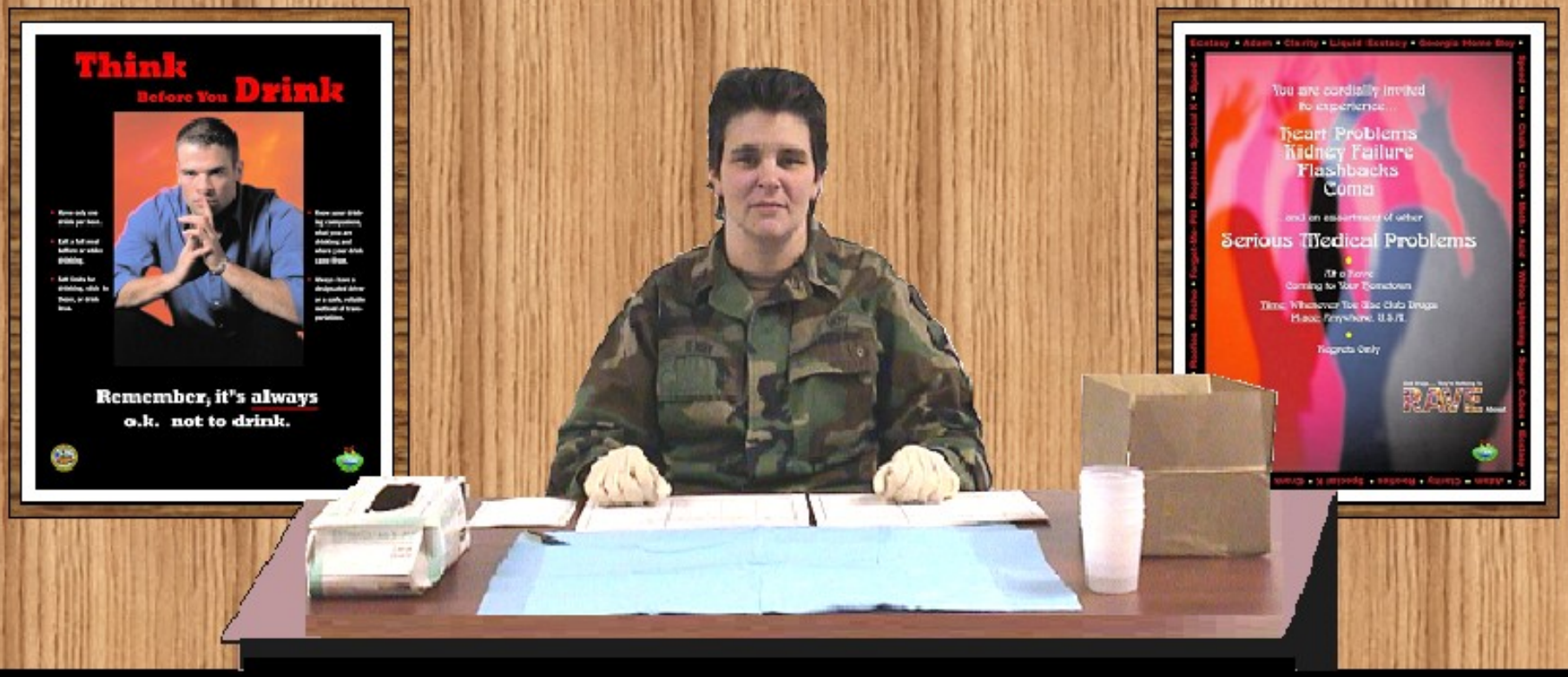


TRACK 4 MODULE 3: Drug and Alcohol Prevention

TLOs

CHECKPOINTS

1. Campaigns
2. Drugs & Alcohol Free activities
3. Unit Prevention Plan

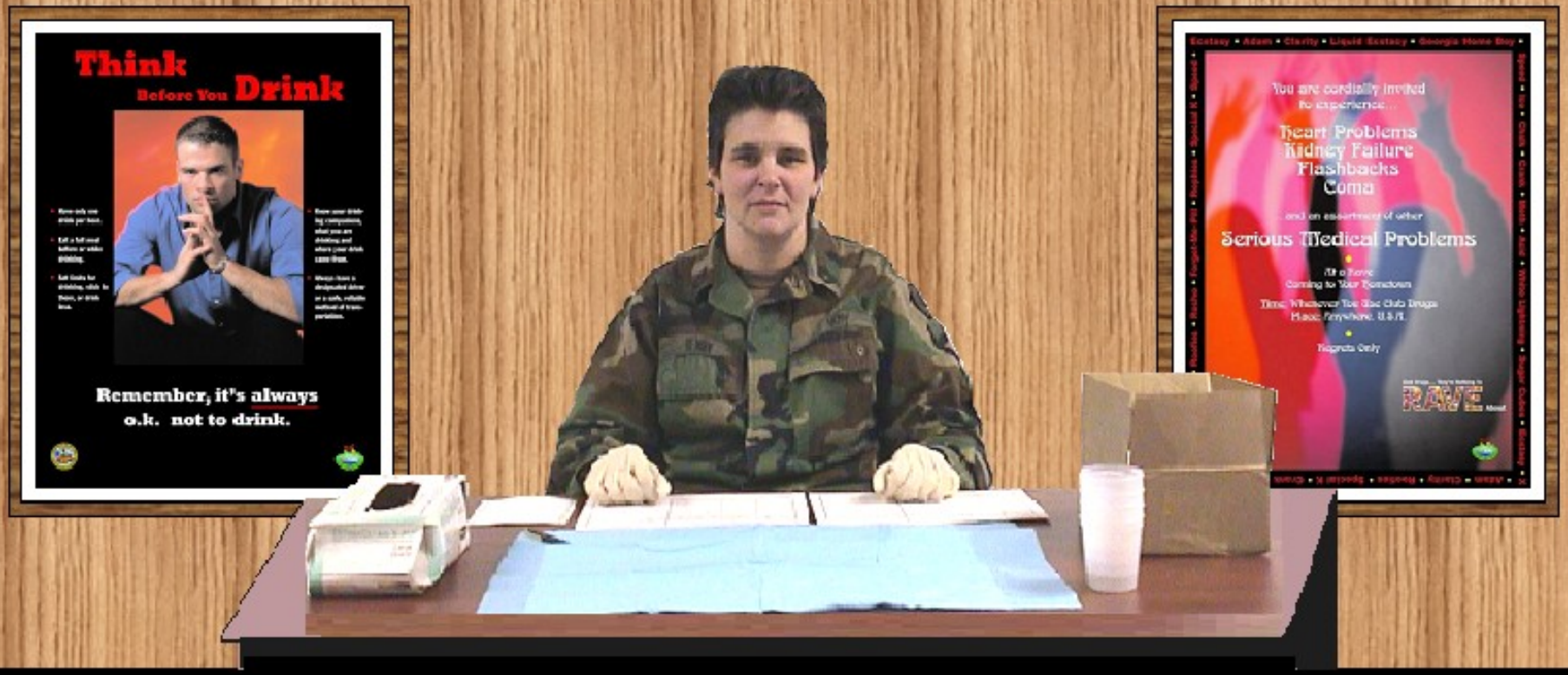


EXIT RESOURCE CENTER TRACK MENU

TLOs

CHECKPOINTS

1. Drugs of Abuse Presentation
2. Ecstasy and Raves
3. Elective Information: Individual Drug Presentations



a Marijuana

b Cocaine

c PCP

d LSD

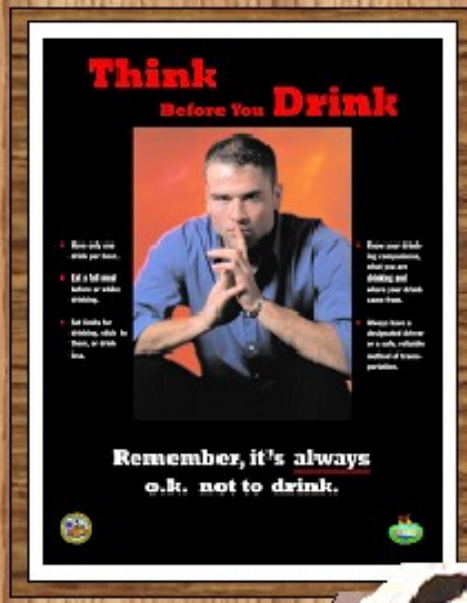
e Opiates

f Barbs

g Amps

h Alcohol

i More Drugs



Other Abused Drugs

Steroids

Mushrooms

Rohypnol

GHB

Ketamine

Methamphetamines

Oxycontin

Inhalants

Back To Module Menu

RESOURCE CENTER

1. The Items below are located on the ACSAP website.

2. The Items on the right are available from the program.

- Commanders Guide and UPL Handbook
- Drug Testing Program (DTP)
- Modifiable Unit SOP
- Other Internet Resources

- AR 600-85 (PDF)
- DOD Directive 1010.1 (PDF)
- DOD Instruction 1010.16 (PDF)
- Glossary of Terms
- E-mail Help

Back To Main Menu